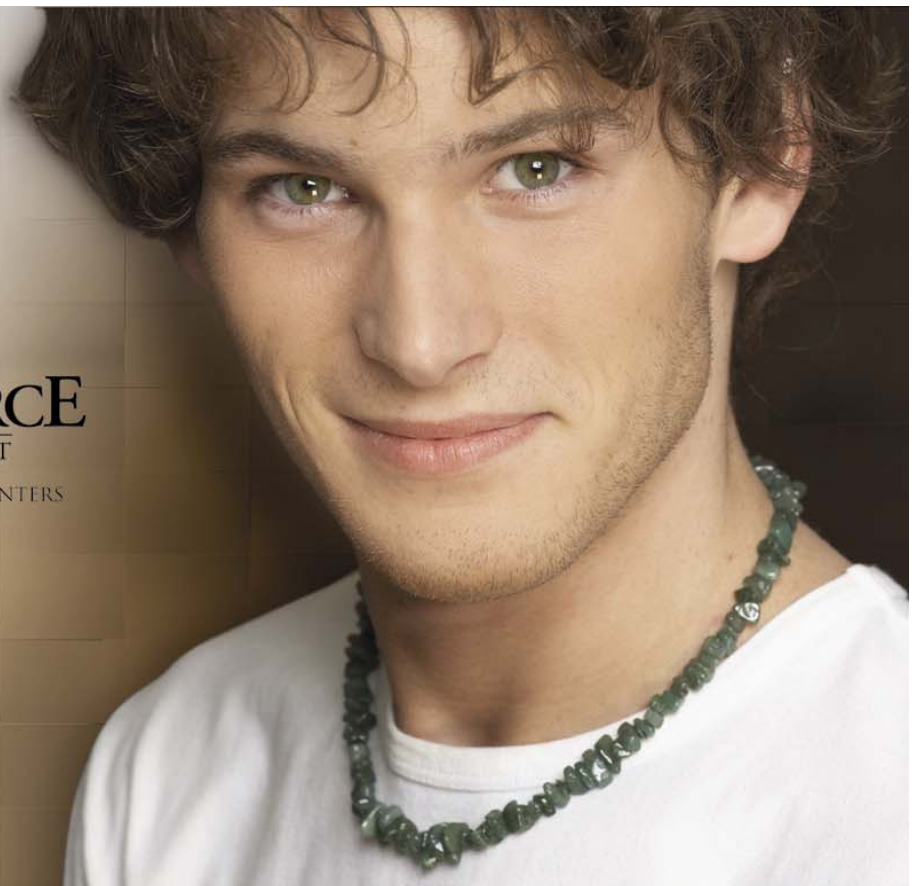




INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS



Request For Proposals

Tech Prep Grants 2009 - 2010
Continuation Grant Proposal



The Carl D. Perkins Career and Technical Education Improvement Act of 2006

2009 - 2010 Indiana Career and Technical Education

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To: Area Vocational Directors

From: Teresa Voors, Commissioner
Indiana Department of Workforce Development

Re: the Carl D. Perkins Career and Technical Education Improvement Act of
2006 - 2009/2010 Tech Prep (Non-PLTW) Continuation RFP

Date: February 19, 2009

The Indiana Department of Workforce Development (DWD) is pleased to announce the availability of federal Tech Prep funds to Indiana Area Vocational Directors (AVDs). The purpose of this Request for Proposal (RFP) is to solicit proposals from consortia comprised of area vocational districts, secondary and postsecondary institutions and business and employer partners for the implementation of Tech Prep projects that meet the requirements outlined in the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

Included in these efforts are projects that will prepare students for educational and employment demands of the 21st Century. When combined with rigorous academic curricula, this combination of academic and technical education projects will prepare students for a successful postsecondary transition and, further, students who are well prepared for postsecondary education and employment.

The attached RFP provides detailed information to apply for these funds. All eligible recipients are encouraged to review this RFP and apply for participation in this program. For additional information, please contact Fannie Cox at 317-232-7355 or at fcx@dwd.in.gov.

Attachment

Executive Summary

The Indiana Department of Workforce Development (DWD) is pleased to announce the availability of funding for the 2009/2010 school year for “Tech Prep Continuation” (non-PLTW) projects. The purpose of the Request for Proposal is to provide funding to local Consortia, led by Area Vocational Directors, who will be responsible for specific Tech Prep projects that meet the Perkins’ IV definition of Career and Technical (CTE) Education. As a continuation project, successful applicants will be held to those requirements outlined in the 2008/2009 Indiana Department of Workforce Development RFP, which can be viewed at www.in.gov/dwd/2951.htm. All Tech Prep programs must:

- Be carried out under an articulation agreement between all members of the consortium;
- Consist of at least two years of secondary and 2 years of postsecondary education;
- Utilize work-based and worksite learning experiences, where possible;
- Lead to technical skill proficiency, an industry recognized credential or a degree in a specific career field;
- Lead to placement in high-skill or high-wage employment or further education;
- Utilize CTE Programs of Study whenever practical;
- Meet the academic standards set by the State of Indiana;
- Link secondary and postsecondary education institutions through articulation agreements, dual enrollment and work-based learning experiences;
- Use educational technology and distance learning, as appropriate, to more fully involve all consortia participants;
- Include professional development for teachers, faculty, administrators and counselors;
- Provide equal access to special populations;
- Provide for preparatory services to assist Tech prep participants;
- Coordinate with activities conducted under the Basic State Grant.

It is the intent of the DWD to fund Tech Prep projects for four years at the secondary level, including Year 1 Planning projects. By the conclusion of the fourth year of transformation, it is expected that schools will produce outcomes for students that include:

- Improved graduation rates
- Improved attendance
- Improved college going rate (2 year and 4 year)
- Fewer discipline problems
- Increased attainment of dual credits
- Provide technical preparation in a career field
- Less postsecondary remediation
- Increased rates of postsecondary education in STEM related fields

Proposal Timeline

February 20, 2009	Availability of funding announced
March 20, 2009	Proposals due to DWD/CTE
April 17, 2009	Award notifications
July 1, 2009	Grant Start Date
December 31, 2009	Progress Narrative due to DWD/CTE
May 14, 2010	Second Progress Narrative due to DWD/CTE
	Signed Articulation Agreement
June 30, 2010	Grant End Date
August 13, 2009	Close-out Packet due to Grant Accounting

Grant period

The grant period is 12 months and will begin on July 1, 2009 or completion of the State signature process, whichever comes later, and end on June 30, 2010.

Award Amount

Tech Prep Continuation grants will be funded annually up \$30,000 per year.

Award Notification

Notification of awards in the amount will be emailed on or before April 17, 2009.

Use of funds

Use of funds is consistent with legislation outlined in the Perkins Act of 2006. Funds may be used in the following ways for secondary and postsecondary recipients. Costs must be broken down by cost per unit, and include the final calculation of final costs.

- Administration – not more than 5% of total amount requested
- Salaries/benefits: i.e., stipends for professional development, common planning time for teachers and faculty. It is strongly recommended that not more than 50% of the budgeted amount is spent on this line item;
- Contract services – may include consultants, stipends, software lease, etc.
- Materials and supplies – breakdown requested items by cost, number to be purchased and total.
- Equipment – breakdown requested items by cost, number to be purchased, and total.
- Professional development – i.e., conference and registration fees,
- Travel – State travel guidelines must be followed when calculating travel, meals, and lodging:
 - mileage is calculated at the rate of \$.44/mile;
 - in-state hotel rate if \$89; \$93 for Indianapolis, plus tax maximum. Out-of-state rate is at best available rate.
 - In-state per meal diem is \$26/day (\$6.50 for breakfast and lunch and \$13.00 for dinner);
 - Out-of-state meal per diem is \$32/day (\$8.50 for breakfast and lunch and \$16.00 for dinner).

Examples of non-allowable uses include the following:

- Student expenses or direct assistance to students, i.e., pens, pencils, t-shirts, bags, tuition, fees, books
- Capital expenditures
- Furniture including desks, tables, cabinets
- Entertainment
- Awards and memorabilia
- Individual memberships, including memberships or anything relating to lobbying
- Magazine subscriptions
- Fines and penalties
- General advertising, advertising/recruitment campaign, fundraising
- Car rental
- Consumable materials and supplies
- Expenses that supplant
- Contributions and donations
- General administration apart from program administration

Proposal Format

All proposals must be submitted on standard 8.5 x 11 paper and organized in the following format and contain all listed items in the order indicated below. Proposals should not be more than **8** typed pages, **excluding** appendices. Proposals must be 12 point type font, with 1.5 line spacing, minimum of 1 inch margins, printed on one side only.

- a. Cover Letter
- b. Program Design
- c. Course Sequence
- d. Budget Narrative
- e. Budget Form
- f. Signed Consortium Agreement
- g. Signed Articulation Agreement

Proposal Review

To be considered for funding, each proposal will be scored against a pre-determined set of parameters as outlined in the RFP. To receive funding, a proposal must receive a combined average score of 70 out of 100 points. Final approval for award will be determined by IWD-CTE.

No appeals process is in place. Recommendations are final.

Proposal submission

Six un-bound copies of the proposal are due by 4:30 p.m., Friday, March 20, 2009. These should be mailed to:

Jessica Stevens
Indiana Department of Workforce Development
10 North Senate Avenue, SE 203
Indianapolis, IN 46204

Grant Selection Criteria

Tech Prep (Non-PLTW) Continuation Grant Proposal

Schools that have one year of Planning and or more years of implementation may pursue this funding stream. The implementation period for Continuation grants is three years, Years 2, 3 and 4, depending upon where the institution is within the funding cycle.

The Continuation plan must either be a plan that continues a current pathway leading to a Program of Study or a new pathway leading to a Program of Study. It is anticipated that only one course will be implemented and activities and strategies will be written and developed to make that pathway the best possible opportunity for students.

Minimum Requirements

PLTW Continuation proposals will be scored against predetermined criteria. Proposals must receive a combined score of at least 75 out of 100 points to be considered for funding.

1. Program Narrative

80 Points

The Program Narrative for the Continuation Grant period is the most important part of the proposal because it is a summary of the progress to date and the details of what will be accomplished during the coming grant period. Do not repeat details already provided in semi-annual reports; instead highlight major outcomes and accomplishments.

A. Progress-to-Date

30 Points

In this section, the applicant should include a summary of progress-to-date on the major objectives contained in the **previous year's grant application**. If progress has not been made in line with the previous year's plan, please explain why. A bulleted format response to the following is preferred.

- a. Course title, CIP Code
- b. Course sequence
- c. Number of students enrolled, grade level, gender.
- d. Number of students concurrently enrolled in math and science; identify courses, include CIP Code;
- e. Actual Outcomes when compared to goals and the degree to which met. This narrative should include, but is not limited to student outcomes (i.e., external learning opportunities, skill attainment, credit attainment, graduation rates, college going rate and within the same major, etc.),
- f. Articulation agreement between secondary and postsecondary
- g. Assessment methodology – i.e., teacher designed, or a nationally-recognized examination. What was attainment level? How many will receive credit?
- h. Discuss how data will be used to support program success.

B. Proposal for the 2009/2010 Grant Period**50 Points**

In this section, the applicant must clearly outline its objectives for the upcoming grant period. It clearly describes program objectives, a sequence for the accomplishment of, and states reasons for selection of objectives. A bulleted format response to the following is preferred.

- a. Course title; description, CIP Code
- b. Student enrollment: grade level, gender; number of students from previous course;
- c. Number of students concurrently enrolled in math, science courses, CIP codes;
- d. Number who intend to finish the secondary level pathway sequence;
- e. Number who plan to attend postsecondary and enroll in same pathway;
- f. Discuss new/on-going external student learning opportunities;
- g. Provide a course sequence – link secondary to postsecondary
- h. Discuss professional development plan – staff, administrators, counselors;
- i. Discuss how program will provide equal access to individuals who are members of special populations.* i. Articulation Agreement – attach

2. Budget Narrative**10 Points**

All proposals should include a narrative which clearly delineates how funds will be used to support the program implementation.

3. Budget Form**10 Points**

All proposals should include a Budget form indicating total costs of goods and services to be acquired by the project.

*Perkins' IV describes the term "special populations" as individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional fields; single parents, including single pregnant women; displaced homemakers; and individuals with limited English proficiency."